King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual	
	Chapter 1 **Administration and Personnel Management**	
1.03.046 - Equity, Racial and Social Justice	Approved By:	Director Allen Nance
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	Reviewed By:	PRC, EIB Manager
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Purpose

Recognizing that equity, racial, and social justice are integral to the mission, essential for the well-being of employees, and crucial for the betterment of the communities we serve. The objective of this policy is to provide guidance for employees to incorporate these principles into existing policies, guidelines, business practices, and operations of the department. The department aims to create a more inclusive, fair, and just environment by transforming practices and policies that perpetuate inequities, with racial and social justice as guiding principles. This policy aligns with the King County Equity and Social Justice Ordinance 16948 and the County Equity, Racial and Social Justice (ERSJ) Strategic Plan.

The purpose of this policy is to supplement but not replace policy 1.01.001 - Code of Conduct and HR Policy 2021-0012 Nondiscrimination, Anti-Harassment & Inappropriate Conduct Policy and Reporting Procedures which address discrimination or harassment in the workplace.

Policy

The Department of Adult and Juvenile Detention is committed to being an anti-racist organization and advancing equity in all aspects of its work. This includes celebrating diversity, valuing different perspectives, and actively working to dismantle systemic inequities and eliminate disparities.

References

King County: King County Fair and Just Ordinance 16948
DAJD Policies: 1.01.001 - Code of Conduct
1.03.042 - Equity Teams
HR Policy: 2021-0012 Nondiscrimination, Anti-Harassment & Inappropriate Conduct Policy and Reporting Procedures
ESRJ: Guidance for Agencies with General Fund Targets – King County, WA
Office of Equity, Racial and Social Justice
Employee Resources
ERSJ Learning Hub Glossary
Othering & Belonging Institute (berkeley.edu)
Racial Justice Impact Assessment (raceforward.org)

Definitions

Belonging: Individual well-being is considered and your ability to design and give meaning to society's structures and institutions is realized. More than tolerating and respecting differences, belonging requires that all people are welcome with membership and agency in the society.

Equity Engagement Team: Department-wide team consisting of frontline employees and individual contributors that have participated in equity training and are dedicated to pro-equity and anti-racist principles.

Equity Leadership Team: Department-wide team consisting of individuals with positional authority to provide oversight of the implementation of the Equity Action Plan, that have received equity training and have a demonstrated commitment to pro-equity and anti-racist principles.

Equity Impact Review (EIR): A rigorous analytical process to evaluate the potential unintended impacts of projects, systems and/or policies to various populations across characteristics and dimensions (race/ethnicity, socio-economic, income, etc.)

Equity Lens: A perspective or framework used to critically examine policies, practices, programs, and decisions to ensure they promote fairness and inclusion. It involves intentionally considering how different groups, particularly those who are marginalized or disadvantaged, may be affected by a given action or decision.

Inclusion: The action or state of including or of being included within a group or structure. More than simply diversity and numerical representation, inclusion involves authentic and empowered participation and a true sense of belonging.

Pro-Equity: Being pro-equity means changing unfair systems of privilege and oppression that have led to inequitable decision-making processes and the uneven distribution of benefits and burdens in our communities.

Focus Populations: Diverse communities including those of various race and ethnic backgrounds, Native and Indigenous communities, immigrants and refugees, communities with limited English proficiency, LGBTQ+ communities, individuals with disabilities, those in low-income populations, those from traditionally marginalized or oppressed communities and individuals holding multiple intersecting traditionally marginalized or oppressed identities.

Transparent Decision-Making Practices: Processes where the rationale, steps, and criteria for decisions are openly communicated and accessible, allowing those impacted to understand how and why decisions are made, who is involved, and what factors are considered.

A. Transparent Decision-Making Practices

1. The Senior Management Team (SMT) will use transparent decision-making practices where appropriate about how and why decisions are made and will provide equitable access to and engagement with employees in department decision-making processes when appropriate to mitigate negative effects and remove barriers for employees by:
    a. Using racial equity tools and frameworks to guide decisions, assess impacts, and identify unintended consequences.
    b. Communicating the decision-making process, timeline, and rationale in plain language and accessible formats.
    c. Sharing disaggregated data, findings, and decision outcomes to ensure accountability and build trust.
    d. Creating mechanisms for input, reflection, and revision to ensure that equity remains central throughout the process.

e. Developing department specific equitable employee engagement strategies consistent with the County's values and ERSJ strategic plan.
f. Prioritizing resources and strategies that sustain better county partnerships with Focus Populations especially those most negatively impacted.

B. Workplace and Workforce Management

1. Department Leadership will develop and maintain equity-focused workforce practices to create fair access to opportunities, foster inclusion, and eliminate any identified disparities in recruitment, retention, advancement, discipline, and workplace culture that are consistent with King County's ERSJ principles and True North Values. This could include but is not limited to:
   a. Implementing inclusive recruitment strategies, diverse hiring panels, and transparent criteria to address bias and expand opportunity.
   b. Regularly reviewing compensation and job classifications to identify and correct disparities, especially across race and gender.
   c. Training supervisors to support diverse teams with awareness of identity, power dynamics, and inclusive management practices.
   d. Ensuring equitable access to leadership development, mentoring, and advancement opportunities across all employee groups.
   e. Building a culture of belonging through employee resource groups, equity learning opportunities, and respectful conflict resolution.
   f. Tracking and reporting workforce demographics, turnover, and advancement by race and other equity dimensions to inform improvement.
   g. Adopting policies that support work-life balance and recognize the needs of diverse employees, such as inclusive leave and accommodation practices as operational needs allow.
   h. Providing regular and meaningful opportunities for employees to participate in ERSJ trainings and activities and to integrate ERSJ practices into their work and granting time to dedicate to ERSJ endeavors.
   i. Creating and communicating clear expectations for managers/supervisors to integrate ERSJ performance measures in their duties and the work of the division.

C. Staff Responsibilities

1. Department Leadership will:
   a. Provide leadership by establishing a clear organizational commitment to equity, racial justice, and inclusion as core values and strategic priorities.
   b. Prioritize funding, staffing, and time to support equity initiatives, data collection, training, and community engagement.
   c. Hold themselves and others accountable for equitable outcomes, including setting measurable goals and tracking progress transparently.
   d. Support professional development and organizational learning to equip leaders and staff with the tools needed to recognize and address systemic inequities.
   e. Cultivate an environment where diverse voices are heard, valued, and influential in shaping decisions.
2. EIB Manager:
   a. The department shall employ or designate an upper-level, agency-wide EIB Manager with sufficient time and authority to lead the development, implementation, and evaluation of strategies that embed racial equity and social justice across all aspects of the department's operations.

b. The EIB Manager will be a member of the SMT.
c. Guide the department in aligning its goals, policies, and practices with pro-equity outcomes.
d. Conducting EIRs and recommending changes to eliminate institutional barriers and disparities.
e. Curate, design and/or deliver training, tools, and coaching to support staff and leadership in developing equity competencies.
f. Analyze equity-related data to inform decisions, monitor progress, and report on outcomes.
g. Foster a culture of inclusion and belonging through initiatives that elevate employee voices and lived experiences.
h. Serve as a strategic advisor to senior leaders on equity-related issues, risks, and opportunities.

3. Managers and Supervisors will:
   a. Pro-actively apply ERSJ policy, King County Values, ERSJ values and strategic plan goals into the operations and delivery of services.
   b. Communicate expectations to employees on the duties and responsibilities outlined in the ERSJ Policy.
   c. Support the professional development of staff to increase their knowledge, skills, and abilities in ERSJ.
   d. Apply racial equity analysis tools and data in policy, financial, and budget decision-making and approval processes.
   e. Apply equitable practices into departmental solicitation for services and in contracts/agreement where possible.
4. All employees will:
   a. Adhere to the duties, responsibilities, and expectations set forth in this policy.
   b. Demonstrate understanding and application of King County's ERSJ principles and goals.
   c. Integrate this policy, King County's True North and Values, and ERSJ goals, practices, and values into the delivery of internal and external programs and services and day-to-day work.